

# NC eProcurement

## Finding a Sourcing Event

A Sourcing Event is the electronic tool that State of North Carolina Sourcing Agents use to collect vendor and pricing information in response to Solicitations for Bids or Proposals. Sourcing Agents will post notifications of new Solicitations on the [Interactive Purchasing System \(IPS\)](#). Within the IPS posting will be a link to a public posting on Ariba Discovery, where basic details of the Solicitation can be viewed. If a vendor chooses to respond to the Solicitation, another link will take them to the Sourcing Event where they will be guided through the response process.

**Note:** An Ariba Network account is not required to view the Ariba Discovery public posting, but vendors will need an Ariba Network account to respond to the Solicitation. These accounts are free and provide additional benefits, as well. For more information, please see [Accessing the Ariba Network](#).

Vendors registered in the [electronic Vendor Portal \(eVP\)](#) for IPS may choose to receive email notifications of these Solicitation postings on the IPS website. For more information on how to register for IPS in order to receive notifications, please see [A Guide to NC electronic Vendor Portal Registration](#).

Vendors may also elect to receive notifications of new Solicitations posted on Ariba Discovery – an Ariba service connecting buyers to suppliers – by updating their Product and Service Categories in their Company Profile on their Ariba Network account. These selections are separate from eVP, and each system must be individually updated by the vendor.

**Note:** Product and Service Categories selected in the Ariba Network will notify vendors of *all* posted solicitations in Ariba Discovery that match their categories, not just those posted by the State of North Carolina. This may result in duplicate email notifications for the same Solicitation from both IPS and the Ariba Network, or certain notifications being sent to one registration and not the other if the categories between the systems differ.

## I. Finding Bid Solicitations on IPS

Solicitations will be posted on the Interactive Purchasing System, linking to the public post on Ariba Discovery.

1. Navigate to the IPS website at <http://www.ips.state.nc.us/>.
2. All open bids may be found using several methods on the IPS website depending on the amount of information known about the bid solicitation. Please contact the bid administrator if a bid is not found using any of these pages:
  - a. “Bids by Category” – current solicitations listed by specific commodity groups and by the number of solicitations for each category. Simply select the desired category to view the solicitations.
  - b. “Bids by Department” – current solicitations for a specific agency. However, only active links are underlined and the number of solicitations are listed by agency name.
  - c. “Search Open Bids” – look up bids in a number of ways. You may search by individual or all purchasing entities, specific or all categories, or you may search to find all solicitations for a specific department, a specific category, or keywords.
  - d. “Search Bid Number” = search for bids by number, which will return any open solicitations, solicitations under evaluation, bid tabulations, or awarded solicitations for a period of ninety days beyond the award date. **This requires the specific bid number for a given bid posting.**
  - e. “Helpful Tips” – contains more information on each search type that can be used to clarify how to use each bid searching method and more tips on navigating the IPS site.

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STATE DEPARTMENT STATE BRANCH  
LOCAL GOVERNMENT CITY COUNTY  
COMMUNITY COLLEGE PUBLIC SCHOOLS  
**NORTH CAROLINA ePROCUREMENT**  
ONLINE SHOPPING STATEWIDE TERM CONTRACTS  
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

- Once a bid opportunity is located, the user can click the 'NCEP' button in the 'NC BIDS/ NCEP Sourcing' column of the search results table. This will direct them to the Ariba Discovery public posting where the Sourcing Event may be viewed and responded to.

Solicitation Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	NC BIDS/ NCEP Sourcing	Help
13-TestingNCEPBid	Testing NCEP Bid	11/3/2020	12/4/2020	2:00 PM ET	NCEP	13-

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- After clicking on the link for the Ariba Discovery post, the vendor can view basic details about the Solicitation. To see the full details the Sourcing Event and respond to the Solicitation, the user can click the **'Respond to Posting'** button. More information on responding to Solicitations can be found in [Responding to a Sourcing Event](#).

This is a public sector / buyer funded posting and you can respond for free

### DISCOVERY TESTING 10132020

State of North Carolina

Posted On: 13 Oct 2020  
Open for bidding on: 13 Oct 2020  
Response Deadline: 31 Dec 2020 8:59 PM PST

**Clicking 'Respond to Posting' button will prompt vendors to log in or create a new Ariba account.**

[Respond to Posting](#) [Add to Watchlist](#) [Not Interested](#) | Share: [f](#) [t](#) [in](#) [e](#)

**Opportunity Amount:** Less than \$1000 USD  
**Response Deadline:** 31 Dec 2020 8:59 PM PST  
(Buyers can close postings early)  
**Posting ID:** 9090239(Doc100823293)  
**Posting Type:** Request for Information  
**Public Posting:** <http://discovery.ariba.com/rfx/9090239>

**Product and Service Categories**  
• Cleaning machines for seed or grain or dried leguminous vegetables

**Ship-to or Service Locations**  
• North Carolina - United States

**Posting Summary**  
DISCOVERY TESTING 10132020 - DO NOT RESPOND  
NOTE: Actual Closing Time on 31 Dec 2020 is 1:30 PM EST

## II. Searching in Ariba Discovery

Vendors can access Ariba Discovery through their supplier dashboard after logging in to the Ariba Network. Ariba Discovery allows vendors to search through all listed solicitations in the tool, not only those posted by the State.

- Navigate to [supplier.ariba.com](http://supplier.ariba.com) and log in.
- Use the drop-down menu at the top of the dashboard to navigate to Ariba Discovery.

SAP Ariba Network Standard Account Upgrade

Home Ariba Discovery Reports  
Ariba Proposals And Questionnaires  
Ariba Contracts  
Ariba Network

Orders, New Purchase Orders, Orders that Need Attention

**Click the Ariba Discovery option in the drop-down menu to access the Discovery dashboard for the company.**

Amount Invoiced Action

Now we're mobile. Check it out. Download on the App Store or Get it on Google Play

Tasks: Update Profile Information 35%

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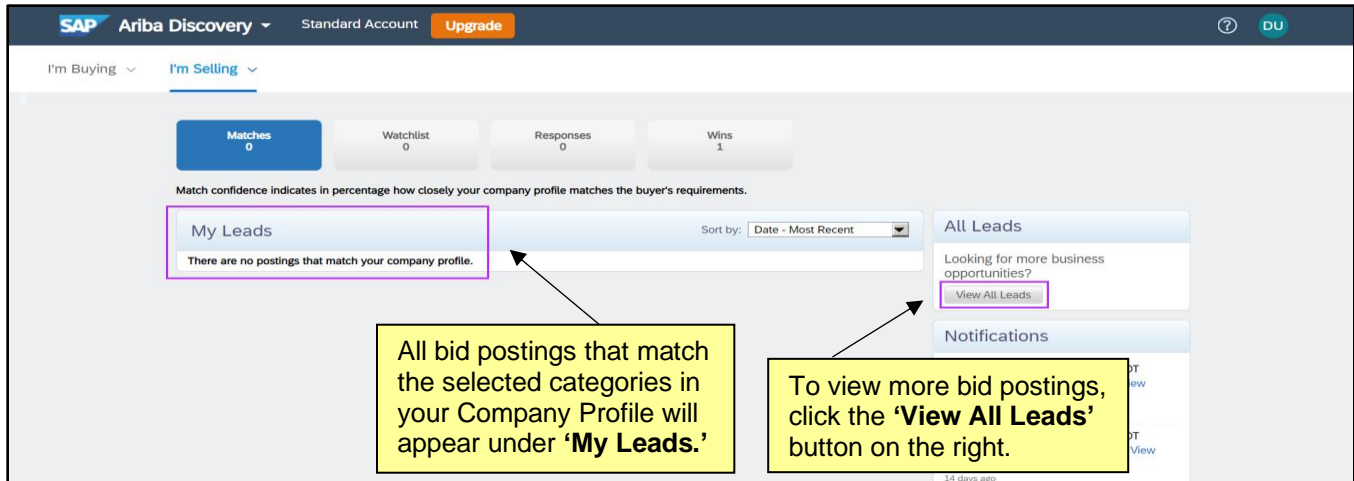
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- From the Ariba Discovery dashboard, any matches for selected product and/or service categories in the Company Profile will be displayed in **'My Leads.'**

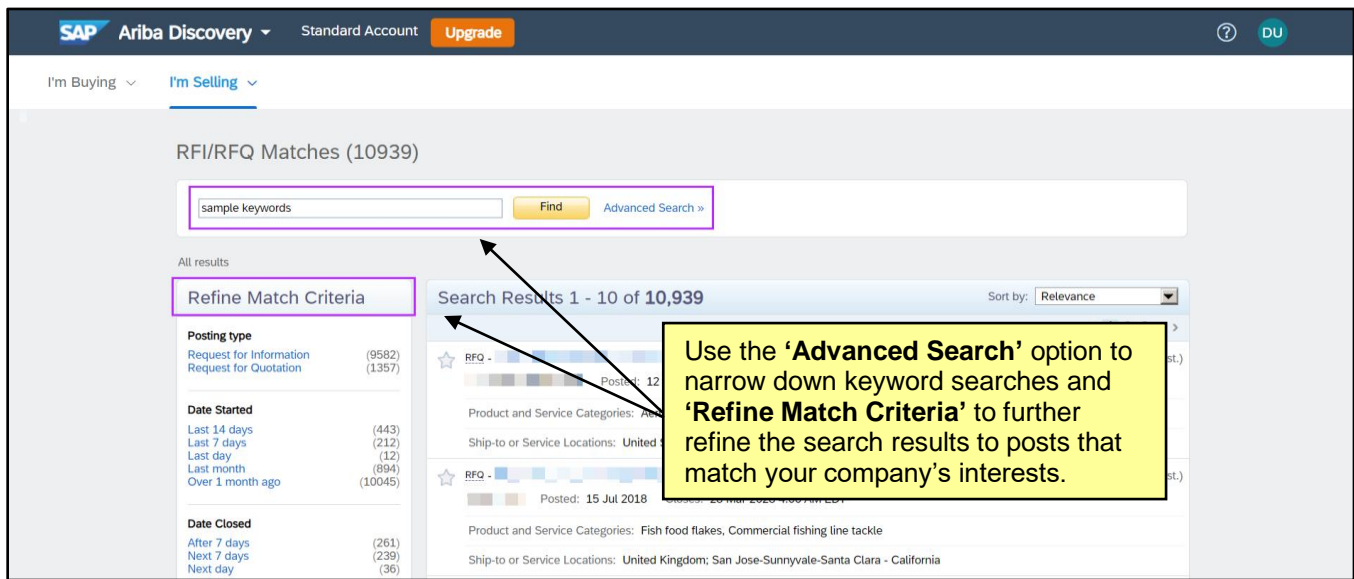
**Note:** This includes all matches in Ariba Discovery, not just posts from the state of North Carolina.

- To find posted bid solicitations from all buyers in Ariba Discovery, click the **'View All Leads'** button.



- All Ariba Discovery posts will be displayed. Specific bid postings can be found using keywords in the search bar at the top of the page (e.g., "State of North Carolina," which will only return postings from North Carolina Sourcing Agents) and/or further narrowed down using the **'Refine Match Criteria'** options. The **'Advanced Search'** option can also be used to refine the search.

**Note:** If searching for a specific state of North Carolina bid posting in Ariba Discovery, check with the Sourcing Agent to see what criteria was used when posting the solicitation as departmental policies may dictate how sourcing events are listed. Vendors can always use the IPS listing to be brought directly to the public posting for the bid solicitation.



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STATE DEPARTMENT STATE BRANCH  
LOCAL GOVERNMENT CITY COUNTY  
COMMUNITY COLLEGE PUBLIC SCHOOL  
**NORTH CAROLINA ePROCUREMENT** PURCHASE  
ONLINE SHOPPING STATEWIDE TERM CONTRACT  
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

- Click on the title of a search result to see more details about the Solicitation and to have the option of responding to the Solicitation via its Sourcing Event.

RFI/RFQ Matches (25)

State of North Carolina Find Advanced Search »

All results > State of North Carolina

Refine Match Criteria

Posting type  
Request for Information (21)  
Request for Quotation (4)

Date Started  
Last month (2)  
Over 1 month ago (23)

Search Results for State of North Carolina 1

RFI - DISCOVERY TESTING 10132020  
State of North Carolina Posted: 13 Oct 2020 Closes: 31 Dec 2020 11:59 PM EST  
Less than \$1000 USD (Est.)  
Product and Service Categories: Cleaning machines for seed or grain or dried leguminous vegetables  
Ship-to or Service Locations: North Carolina

### III. Managing Past Sourcing Events

Vendors can view a list of Sourcing Events to which they are attached by accessing the 'Ariba Proposals And Questionnaires' page when signed into the Ariba Network.

- Click the drop-down menu at the top of the dashboard and select 'Ariba Proposals And Questionnaires.'

SAP Ariba Discovery Standard Account Upgrade

I'm Buying Ariba Discovery  
I'm Selling Ariba Proposals And Questionnaires  
Ariba Contracts  
Ariba Network

Responses 0 Wins 1

Match confidence indicates in percentage how closely your company profile matches the buyer's requirements.

My Leads Sort by: Date - Most Recent  
There are no postings that match your company profile.

All Leads  
Looking for more business opportunities?  
View All Leads

- A listing of Sourcing Events to which the vendor is attached will display in the 'Events' section.

**Note:** It is important that 'NC EPROCUREMENT' be selected at the top of the page if the vendor has also responded to Sourcing Events from other organizations. Click the 'MORE...' dropdown to see all options.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade

CITY OF TORONTO PNS NC EPROCUREMENT MORE...

NC eProcurement Requested Profile  
All required customer requested fields have been completed.  
View customer requested fields >

Public Profile Completeness  
39%  
Enter a short description to reach 45% >

Welcome to the Ariba Spend Management market leaders in quality service, and integrity.

Events

Title	ID	End Time	Event Type	Participated
▼ Status: Open (1)				
DISCOVERY TESTING 10132020	Doc100823293	12/31/2020 2:00 PM	RFP	Yes
▼ Status: Pending Selection (5)				
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 10	Doc89343541	10/24/2020 8:59 AM	RFP	Yes
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 7	Doc87159279	10/17/2020 9:15 AM	RFP	Yes

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3. The Events listed will be organized in three categories:
  - a. **Open:** Sourcing Events for which the bidding **'End Time'** has not expired. Vendors can still submit or revise their responses on these Events.
  - b. **Pending Selection:** Sourcing Events for which the bidding **'End Time'** has passed and the Sourcing Agent is in the bid evaluation stage.
  - c. **Completed:** Sourcing Events that are over and the Sourcing Agent has awarded a contract.
4. The columns will provide information such as the **'Title'** of the Sourcing Event, the **'End Time,'** which tells the vendor by when all responses must be submitted, and whether or not the vendor has **'Participated'** in the Solicitation by responding. Clicking on the **'Title'** will return the vendor to the Sourcing Event where they can review their completed responses or revise any responses that are still in an **'Open'** status.

Events					
Title	ID	End Time ↓	Event Type	Participated	
▼ Status: Open (1)					
DISCOVERY TESTING 10132020				Yes	
▼ Status: Pending Selection (5)					
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 10	Doc89343541	10/24/2020 8:59 AM	RFP	Yes	
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 7	Doc87159279	10/17/2020 9:15 AM	RFP	Yes	
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 8	Doc87391893	9/23/2020 3:43 PM	RFP	Yes	
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 9	Doc87391893	9/23/2020 7:19 AM	RFP	No	
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 6	Doc87391893	7/31/2020 5:32 PM	RFP	No	

Events are organized by 'Status.'

Click the 'Title' to access the full Event.

Note the deadline for finalizing a response and whether or not a response has been submitted.